

Collin College - Continuing Education COURSE SYLLABUS

COURSE INFORMATION

Course Number: ESLP 9415

Course Title: Communication Improvement, Level 2

Course Description: Provides on-the-job dynamic communicative practice for students whose primary language is other than English, exposing students to the uses of language in a variety of relevant job-related contexts.

Suggested Course Prerequisite(s): Communication Improvement, Level 1

Course Resources: Textbook; Interchange Level 2, 4th ed-Full Contact w/Self-Study DVD-ROM

Student Learning Outcomes:

1. Understanding of Standard American English grammar for use in business and industry-related settings.
2. Effectively exchange basic/general information with coworkers.
3. Develop and improve vocabulary capacities.
4. Understand past tense, simple past vs. present perfect, past continuous vs simple past, and present perfect continuous tense.
5. Understand adverbs of quantity, countable and uncountable nouns, two-part verbs, and adverbial clauses of time.
6. Understand infinitives, gerunds, and modals.
7. Develop basic reading and writing skills for use in business and industry-related settings.

Certification Notes: Not a certificate course.

Next course recommendation: Communication Improvement, Level 3

Refund Policy: Please refer to www.collin.edu/ce/inforegistrar.html for our refund policy. No refunds after the start time of the first class.

Americans with Disabilities Act: Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

Course Sessions: Listed are guidelines to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

Lesson Plan – by week or session:

Session 1: Introductions/Syllabus

Session 2: Unit 1--A time to remember

Session 3: Unit 2--Caught in the rush

Session 4: Unit 2--Caught in the rush

Session 5: Unit 3--Time for a change!

Session 6: Unit 3--Time for a change!

Session 7: Unit 4--I've never heard of that!

Session 8: Unit 4--I've never heard of that!

Session 9: Unit 5--Going Places

Session 10: Unit 5--Going Places

Session 11: Unit 6--OK! No Problem!

Session 12: Unit 6--OK! No Problem!

Session 13: Unit 7--What's this for?

Session 14: Unit 7--What's this for?

Session 15: Unit 8--Let's celebrate!

Session 16: Unit 8--Let's celebrate!

Session 17: Unit 9--Back to the future

Session 18: Unit 9--Back to the future

Session 19: Unit 10--I don't like working on weekends!

Session 20: Unit 10--I don't like working on weekends!

Session 21: Unit 11--It's really worth seeing!

Session 22: Unit 11--It's really worth seeing!

Session 23: Unit 12--It could happen to you!

Session 24: Unit 12--It could happen to you!

Session 25: Unit 13--Good book, terrible movie!

Session 26: Unit 13--Good book, terrible movie!

Session 27: Unit 14--So that's what that means!

Session 28: Unit 14--So that's what that means!

Session 29: Unit 15--What would you do?

Session 30: Unit 16--What's your excuse?

Method of Evaluation: Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.